

Interagency Coordinating Council (ICC) Committee Minutes
January 12, 2006 via Videoconference

Members/Designees Present

Cindy Holmes Jackie Sampers Nichole Hezebicks Vicki Wright Joseph Hersh Lee Ann Jung
Jan Williams, designee for Commission for Children with Special Health Care Needs
Gene Coverston, designee for Office of Insurance
Sarah Wilding, designee for Department for Public Health

Staff Present

Sarah Walker Meredith Brown Kristi Lunceford Bess Abney Connie Coover

Guests Present

Caroline Gooden Karen Ogle Sandy Milburn Shawna White Tonya Shea Jeanetta Berry
Bonnie Thorson-Young

SUBJECT	DISCUSSION	ACTION
Welcome	Sarah Wilding, who chaired the meeting, called the meeting to order. Everyone introduced themselves and it was notated a quorum was established.	None needed.
Approval of/ Additions to the Agenda (Attachment A)	Sarah Wilding announced she did not expect the meeting to last through lunch. It was notated that there were no requests to make Public Comment via prior email to Sarah Walker.	None needed.

SUBJECT	DISCUSSION	ACTION
Approval Of Minutes	November Minutes and attachments were sent via e-mail wherein members reviewed before the meeting.	Gene Coverston made note that the reference to "Commissioner" of the Office of Insurance should be "Executive Director". A motion was made by Cindy Holmes and seconded by Jackie Sampers to approve November Minutes with the one correction. The motion carried.
Public Comment	No requests received for Public Comment.	None needed.
Introduction of Part C Coordinator	Meredith Brown introduced herself and informed the committee her duties as the Part C Coordinator became effective January 1, 2006.	None needed.
Old Business - Evaluation Committee Mentorship Proposal	Sarah Wilding asked if the budget attachment to the Mentorship Proposal the ICC voted to recommend to the administration was available. Jackie Sampers said she had emailed the budget attachment to Anne Swinford.	Jackie Sampers will email the budget attachment to Sarah Walker to share with the administration.
New Business - Election of Chair	Sarah Walker announced that the Executive Committee nominated Sarah Wilding as Chair to the ICC as both the chair and vice-chair positions are vacant.	A motion was made by Lee Ann Jung and seconded by Vicki Wright to elect Sarah Wilding as Chair to the ICC. The motion carried unanimously with no discussion. Sarah Wilding expressed a desire to prepare an Orientation packet for existing members and new members as they are appointed. A small group will be needed to get the Orientation packet together. She will continue to work with the Executive Committee to get members appointed and motivate the existing members

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		to become active again or assign a designee. She also requested that each committee report include the charge to the committee with the main two to three issues currently being worked on and two to three recommendations for the ICC. Also, a list of people serving on the committee will be helpful.
New Business - Membership	Appreciation was expressed to Jackie Sampers for drafting an informative letter that was sent to members encouraging participation. Nichole Hezebicks, parent member, joined the ICC today via videoconference from Morehead as a response to the letter. Unfortunately, no other responses were received. Sarah Wilding reported that Kim Townley has put through recommendations twice without response. Nichole Hezebicks suggested existing members of the ICC who wish to designate someone to represent them name a person who has expressed interest in serving. She also asked if parents can name a designee.	Sarah Wilding suggested that members give legislators feedback regarding the improved fiscal health of the program. Ms. Wilding suggested the member list be examined again to inform members that even if their appointment has expired, they can still serve. Kim Townley should be contacted again regarding new appointments. Ms. Wilding said she would check into whether or not parents can name a designee. Jan Williams urged everyone to contact the legislators to encourage the administration to appoint members to the ICC.
University Technical Assistance Report (Attachment B)	The report was emailed to the ICC for review before the meeting. Kristi Lunceford and Connie Covert, UK Team, were available for questions. One issue discussed was the need for Spanish speaking providers. The ICC asked if the TATs could work with the universities to raise awareness	Kristi Lunceford, UK Program Consultant, will bring the suggestion regarding universities offering courses at the TAT meeting next week.

SUBJECT	DISCUSSION	ACTION
University Technical Assistance Report (continued)	<p>of the First Steps Program by offering courses in Spanish and referring them to the program.</p> <p>The UK Team announced the Parent Consultants were meeting next week to finalize the Family Orientation to First Steps. Initial Service Coordinators are currently handing out flyers to families announcing the Orientation. The training is one of the strategies included in the State Performance Plan completed November 2005.</p> <p>Lee Ann Jung announced the INCREAS Project has not received as many applications as expected. She urged everyone to encourage providers to let them know they still have time to enroll. The course is a wonderful opportunity for providers to work toward the Interdisciplinary Early Childhood Education certificate. Dr. Jung instructed any interested party to contact Julie Rutland to enroll. She asked if the TAs could send an email to their providers alerting them there is still time to enroll.</p>	Kristi Lunceford will ask TAs to send reminder email to their providers at the TAT meeting next week.
University Record Review Report (Attachment C)	The report was emailed to the ICC for review before the meeting. Bess Abney, UK Team, reviewed the report with the ICC.	None needed.
District Early Intervention Comm. Report	No report available.	None needed.
Part C	The report was emailed to the ICC for review before the	A motion was made by Lee Ann Jung and

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Coordinator Report/Questions to Lead Agency (Attachment D)	meeting and Meredith Brown reviewed the report. She informed the ICC that she not only has the position of Part C Coordinator, but is also the Section Supervisor for First Steps. She also must continue to perform all the duties associated with her former position as Quality Assurance Administrator for the program. She was asked when the Quality Assurance Administrator position will be filled. Sarah Wilding informed the ICC that the state is under a hiring freeze. Each position must submit a justification as to why it should be filled and as of yet, the Secretary's office has denied each request. Requests with justification should be directed to the CHFS Secretary's office.	seconded by Cindy Holmes to recommend to the Department for Public Health Secretary's office that the Part C Coordinator position be a full time position. Justification should reflect that it is critical to the program that the Part C Coordinator should devote 100% of time to that position. The recommendation should include a request to fill all vacant positions of the First Steps Central Office to support the ongoing functions and responsiveness to the field and the children in the state of Kentucky. Motion carried.
Record Review Report (Attachment E)	Joseph Hersh reviewed the report indicating a dramatic increase in numbers of reviews requested compared to the same timeframe last year. Eligibility determinations are given priority due to the 45 day timeline mandated by the feds. Dr. Hersh was asked how the resources for the Record Review Team were holding out due to the increase in reviews. He indicated discussions were in progress with Central Office. The Record Review Team is interviewing for another professional to participate in the review process to enable better efficiency. Lee Ann Jung expressed concern as to whether services are approved based on diagnosis as opposed to individual family issues. She stressed the research by Carl Dunst which indicates more services do not empower the family and can diminish	None needed.

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	<p>outcomes. Dr. Hersh stressed the Record Review Team is looking at each individual child and what has been done as far as intervention services and what progress has been made. Routines Based Interviews are examined as well to ensure the best practice of embedding activities into routines as opposed to therapy sessions. Sarah Wilding asked if the use of standardized forms had improved since Scott Tomchek indicated the lack of using standardized forms may need to be addressed as a training issue at the last meeting. Dr. Hersh indicated the use of standardized forms had improved.</p>	
CSPD Committee Report	No report given.	None needed.
Evaluation and Assessment Committee Report (Attachment F)	<p>Jackie Sampers reviewed the report and resigned as an ICC member due to her contract position with the First Steps program. Sarah Wilding expressed appreciation for Dr. Sampers service to the ICC and as Chair of the Evaluation and Assessment Committee. Dr. Sampers will remain a vital member of the Evaluation and Assessment Committee, however, she will ask another member to chair the committee.</p>	None needed
Natural Environment Committee Report	No report given.	None needed.

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Finance Committee Report	No report given.	None needed.
Announcements	Next ICC Meeting is scheduled for March 9, 2006.	<p>Videoconference sites will be available on the First Steps website by March 7, 2006.</p> <p>Sarah Wilding said she would check into whether or not parents can name a designee.</p>
Adjournment		

AGENDA
KENTUCKY INTERAGENCY COORDINATING COUNCIL
JANUARY 12, 2006
VIA VIDEOCONFERENCE
10:00AM – 2:00PM

- I. Welcome and Introductions** *(5 min.)*
- II. Approval of / Additions to the Agenda** *(5 min.)*
- III. Reading and Approval of Minutes** *(5 min.)*
- IV. Public Comment** *(15 min.)*
- V. Old Business** *(30 min.)*
- VI. New Business** *(30 min.)*
 - Chair and Vice Chair Positions*
- VII. University Technical Assistance and Monitoring Team Report** *(15 min.)*
 - A. General Update*
 - B. Provider Shortages*
 - C. IFSP Implementation*
 - D. Staff Update*
 - E. Family/Provider Satisfaction*
- VIII. DEIC Report** *(15 min.)*
- IX. Part C Coordinator Report** *(30 min.)*
 - A. General Update*
 - B. Workgroup Progress*
 - C. Financial Status*
 - D. Staff Update*
 - E. Family Satisfaction*
 - F. Record Reviews*
 - G. Annual Report*
- X. Questions from Full Committee to Lead Agency** *(15 minutes)*
- XI. Break***(30 min.)*
- XII. Public Comment** *(15 min.)*
- XIII. Committee Reports** *(15 min. each)*
 - A. CSPD: Vicki Stayton*
 - B. Evaluation and Assessment: Jackie Sampers*
 - C. Natural Environments: Chris Ashman*
 - D. Finance: Bonnie Thorson-Young*
- XIV. Announcements** *(5 min.)*
- XV. Adjournment**

ATTACHMENT B

TAT Report to the ICC-January 2006
Reporting period for October and November 2005
Presented by the University of Kentucky Technical Assistance Team
Information provided by TATs, with Individual Reports available on request

Reports still needed

All reports have been received.

General Update

- Spoke with Pediatrician's office about the program and need for providers.
- Promoted program at information tables across Kentucky
- Jefferson Co. Public Schools Interagency Transition Meeting
- DEIC workgroup on Cultural Diversity and Cultural Sensitivity Training
- DEIC meeting
- JCPS Interagency Transition Committee
- Transition Conference IFSP
- Family Survey to be handed out at the placement IEP meeting
- IEP/ARC conference summaries
- Processed new provider contracts
- TAT staff meetings
- Requested contract language changes
- Amendment meeting to add services for family
- KEIS Quarterly meeting
- Distributed flyers, poster and notepads
- Loaned out assessment materials
- Provider Orientation Training
- University site TAT meeting
- Fayette Co. Transition Pilot training
- Endnote training- reference resource program
- ICC meeting
- Transition Subcommittee of DEIC
- Family Orientation workgroup meetings
- Provided information about IEP's
- Family Orientation Training
- Attended Transition Training
- New Employee Orientation
- Revised Parent Survey
- Contracted Farm to potentially plan a FS NKY family event
- Sent out introduction letters for the NKY Region
- Working with Pediatrician's office in drafting a letter to disseminate to other Pediatricians about referrals to FS.
- Developed a non-identifying list online
- Developed online contact data sheet and provider list for IFSP information
- Developed online birth date notification
- Spoke with family to discuss steps in securing new IEP

- Early Childhood Trainer's Regional Forum
- BT Interagency Agreement
- Provided assistance to families/children who are deaf
- Graded PSC post-tests
- Consulted with POE office regarding 45 day timeline for initial IFSP
- Represented First Steps at Complex Sensory Impairments Consortium
- Continued work on web training modules
- Partnered with other Early Childhood agencies to host the Annual Fall Early Childhood Institute at Jenny Wiley
- Mentorship meeting with PSC
- IFSP meeting and training
- SPP review
- Assisted various family members in process of referring child to FS
- Head Start Policy Council
- CECC meeting
- PIPC Meeting

Provider Shortages

Current shortages located on the website.

- While some areas see Open Enrollment as having a negative effect, others are reporting that it may have a positive effect. Areas where it is reported that it may have a positive effect are seeing an increase in new provider inquiries.

Strategies used to promote First Steps and for recruiting providers

- Spoke with Pediatrician's office about the program and need for providers
- Promoted program at information table
- Spoke to classes in Human Development Institute
- Announced needs with DEIC group and agencies
- Handed out brochures and "freebies" at the Jenny Wiley Fall Institute
- Spoke with teen regarding career needs for OT, PT and SLP's
- Spoke with a variety of potential PSC providers.
- Answered questions and assisted individuals with locating items in resource library
- Talked with faculty in IECE and Communication Departments regarding the need for service providers in FS

Family/Provider Issues

- Open Enrollment policy/Concern with revoking policy on Focused Recruitment. Waiting on a legal definition of "Restraint of Trade"
- Stigma attached to the need for intervention/evaluation.
- General lack of knowledge by regional pediatricians
- Need to improve parent survey to assess strengths and areas of growth
- Shortages of ISC's
- Need for Providers that speak Spanish
- DEIC meeting bi-monthly due to travel budget constraints
- Parents feeling "harassed" by providers who have been "fired".

Suggestions for resolutions

- Ethics and professional conduct workgroup
- Contacted a Spanish Interpreter to utilize through the POE/ISCs
- Discussed PSC shortage at DEIC meeting
- Worked with Parents feeling harassed by fired providers to understand there is a formal complaint process

**January ICC Report
First Steps Program Evaluator**

Evaluators have been involved with data collection for the OSEP State Performance Plan, participated in local meetings with providers and Technical Assistant Team Staff, and assisting Central Office with review of reports and policies.

The following is an overview of the activities for evaluators since the last ICC meeting in **November 2005**. Information includes October and November 2005.

Potential Training Issues:

- ◆ IFSP outcome writing
- ◆ Service Coordinators and Providers should help promote the Family Orientation Training that will be launched
- ◆ Transition issues- regulation requirements and IFSP documentation when the child will be remaining in the home; some confusion about transition requirements when Part B is not involved.
- ◆ Child outcomes are not always measurable
- ◆ Family Routines pages are sometimes very brief and sketchy; service coordinators are not always checking family satisfaction on routines pages
- ◆ Progress reports are not always sent on time
- ◆ Collaboration and role release between therapists is not seen
- ◆ Primary service provider model is very rarely used
- ◆ Progress reports and discharge summaries are missing delay ranking and reports that do have delay ranking are missing justification
- ◆ Underservice is occurring on a regular basis because of several issues
- ◆ Teams should be cautioned to be realistic when establishing the number of units that will be used for therapy and to take into account the fact that a plan may only last for a few weeks or months
- ◆ Progress reports do not have the child's actual attendance, but the provider uses qualifiers such as "attendance was good"
- ◆ The IFSP amendment process needs to be stressed/reviewed as it is often not being followed
- ◆ IFSP outcomes are being carried over to a new plan without being written on a clean page; it is not a cumulative document
- ◆ PSC role in coordinating services outside the First Steps system in addressing needs
- ◆ Appropriate documentation by the PSC regarding follow-up in relation to services
- ◆ Evaluation of established risk for hearing impairment- appropriate discipline and addressing testing where there is no SLP or TDHH who is also credentialed/approved to complete PLE's
- ◆ Administration of evaluation instruments
- ◆ IECE requirements for DI's and upcoming requirements for program enrollment if not IECE certified.
- ◆ Provider shortages
- ◆ Utilizing appropriate discipline to address developmental concerns when the child may have a disorder versus a delay. Appropriate referrals for assessments to address concerns

- ◆ Consultative Model is rarely being documented on staff notes of therapist
- ◆ Pages 98-101 of Orientation training given to providers during exit meeting
- ◆ Release of information is not being obtained and/or files in record of person receiving information
- ◆ PSP does not appear to be implemented. Units are generally divided equally between therapists and the IFSP does not contain any reference to PSP nor do staff notes
- ◆ Services appear to be timely, within 21 days of initial IFSP or amended IFSP
- ◆ Need clarification of use of backup service coordinators. Policy and Procedure does not specify how to invoke or document, or fully explain that each PSC must arrange for their own
- ◆ PSC's do not consistently send 30 day notices and at times the provider must contact the PSC to remind them of an IFSP meeting
- ◆ Providers need to send the discharge to the PSC immediately after the last session prior to the child's third birthday in order for the PSC to meet the requirement of sending the CBIS Summary Sheet within 3 days of the child turning 3
- ◆ Providers and PSC need to be reminded of the approval process when an IFSP meeting is not necessary
- ◆ Therapists need to be aware that the consultative model of delivery of service should be implemented and documented in staff notes
- ◆ Program evaluators need guidelines for reviewing PLE reports

Potential Family Issues:

- ◆ Success of the Family Orientation Training that is getting ready to begin
- ◆ Families need to be at their homes when the therapists drive 30-45 minutes to see a child
- ◆ Planning for transition from initiation of services
- ◆ Knowledge of how to file a complaint with the Program Evaluator and how the process works
- ◆ Knowledge of how to change providers, including PSC
- ◆ Role of the TAT team
- ◆ Understanding of consultative model in relation to IFSP process and service delivery
- ◆ Understanding of the Family Rights Handbook and advocacy resources
- ◆ Families need to be better informed about the Family Share process
- ◆ Families need to be better informed about the Consultative model and the advantages of PSP.

Reviews:

- ◆ 45 providers reviewed.

Potential # of families impacted through Review process

- ◆ Was 2116 families. This number is the number of children an agency billed for within a six month period.

Action Plans approved:

- ◆ There were 26 action plans approved with 9 being sent back to the agency for additional information.

Review reports written:

- ◆ 41 Review reports were written during this period.

Complaints

- ◆ A total of 5 informal complaints were received by the Evaluators.

Complaints resolved with partial review: 3

Complaints still processing: 2

Attendance at meetings:

- ◆ Purchase District IFSP Refresher
- ◆ TAT Meeting
- ◆ UK Staff Meeting
- ◆ KIDPA PSC Networking
- ◆ Lincoln Trail Provider Meeting
- ◆ Lincoln Trail DEIC Meeting
- ◆ KIDPA DEIC
- ◆ KIDPA PLE Quarterly Meeting
- ◆ PSC Training
- ◆ IFSP Training
- ◆ U of L Quarterly Meeting
- ◆ Evaluation Subcommittee Meeting

Travel

- ◆ There were a total of 48.5 travel days and 4 overnight visits with a total mileage of 8,050 miles for October and November for 6 Evaluators. One Evaluator had local vicinity travel.

Other duties assigned: These duties involves volunteering and/or assigned by Central Office staff.

- ◆ Communication with TAT members
- ◆ Prepare paperwork regarding reviews
- ◆ Work on SPP
- ◆ Work on Program Review issues
- ◆ Consultation with the Child Evaluation Coordinator regarding PLE and training issues as part of Evaluation Advisory Committee
- ◆ Crosswalk State and Federal regulations
- ◆ Parent Consultant Search Committee
- ◆ Attendance at Community Action Council Meeting
- ◆ Attended Early Childhood Core Content Forum
- ◆ ICC Meetings

**Part C Coordinator Report
January 2006**

General Update

Dr. Ruth Shepherd, the new Division Director of Adult and Child Health Improvement; Joyce Robl, Branch Manager; and myself, the new Part C Coordinator have been conducting provider forums across the state. The focus of these forums is to provide providers an opportunity to give feedback on the First Steps program. The forums will provide an excellent opportunity to discuss ideas and issues directly with the administrators of our program. Forums have been held in West Liberty, Hazard, Somerset, and Lexington. Providers have responded positively to the forums and have offered constructive recommendations.

Financial Update

First Steps is currently operating within/under budget.

Staff Update

As of January 1, 2006, Meredith Brown assumed the responsibilities of Part C Coordinator. This promotion leaves her former position of Quality Assurance Administrator vacant. The Cabinet for Health and Family Services currently has a hiring freeze therefore it is unknown when this position will be filled. There is also one Parent Consultant vacancy in Western Kentucky University.

Family Satisfaction

There were three parent complaints for the period of October through November.

Record Review

For October and November there were 6 requests for reconsideration of Record Review with an average turnaround time of 2 days. There also was one request for the Acting Part C Coordinator to attend an IFSP meeting.

WEISSKOPF CHILD EVALUATION CENTER, UNIVERSITY OF
LOUISVILLE

Summary of Record Reviews

FY 2005 – 2006

July 1, 2005 – December 23, 2005

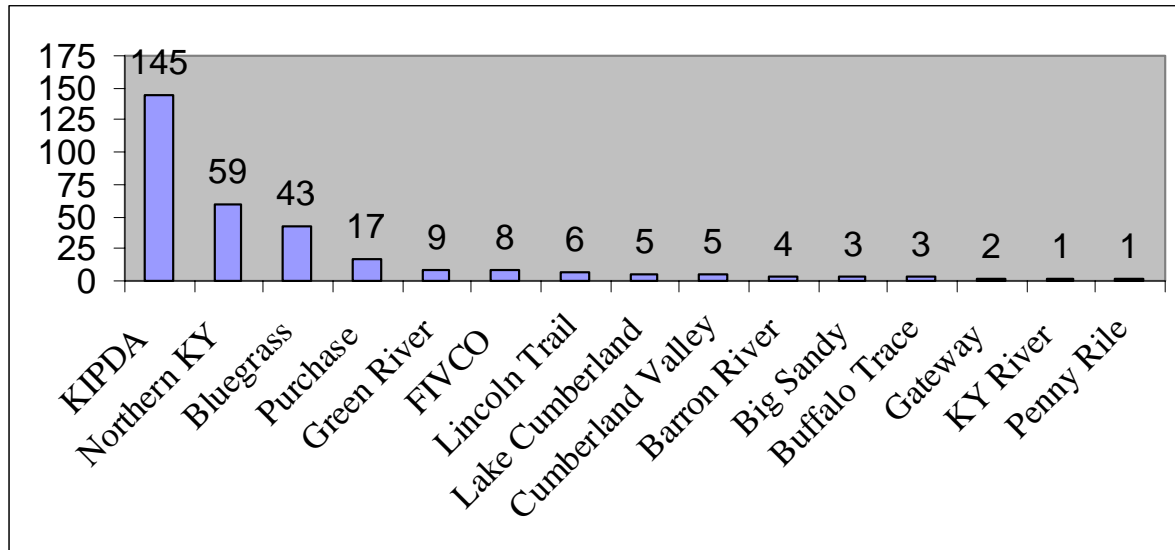
Review Type	N	Determinations	Criteria
Eligibility	48	42 - Eligible 2 - Denied 4 - Deferred pending additional testing	<ul style="list-style-type: none"> Request PLE Report
Intensive Authorization	52	38 - Approved for autism diagnosis and related program planning	<ul style="list-style-type: none"> Review of Request Form Review of all submitted records Description of child's social-communication MCHAT conducted with parents and providers
		7 - Approved for Childhood Apraxia of Speech (CAS)/Dyspraxia diagnosis and related programming	<ul style="list-style-type: none"> Review of Request Form Review of all submitted records Review of phone contact questions Receptive language vs. expressive language findings in relation to measured cognitive skills Description of speech sound production Description of oral mechanism and oral-motor status Description of feeding status
		4 - Approved for other – (e.g., Regulatory/Anxiety Disorders; motor/CP)	<ul style="list-style-type: none"> Review of Request Form Review of all submitted records Review of phone contact questions Clinical judgment, DSM-IV criteria
		3 - Denied -Diagnosis established (2) -Appropriate plan	
Service Exception	211	208 - Service Exception Approved Units Approved per Plan: Range: 12 – 528 Mean: 218.45 Unit Frequencies: - 0 – 144: 10 - 145 – 164: 7 - 165 – 184: 18 - 185 – 204: 29 - 205 – 224: 15 - 225 – 244: 25 - 245 – 264: 12 - 265 – 284: 1 - 285 – 304: 16 - > 305: 6 3 – Denied service exception/units	<ul style="list-style-type: none"> Review of Request Form and letters Review of all submitted records <ul style="list-style-type: none"> Current developmental presentation/status Rate of documented progress Current and proposed interventions Request merit Review of phone contact questions Available practice standards or guidelines (Autism, CAS) Movement from service to support model
Total	311		

Notes:

- 27.9% (n = 87) of the 311 requests have had previous reviews with the majority for service exception

- Data reflects an increase of 145% over the same period FY 2004-2005 (N = 127)
 - Data does not reflect an additional 252 Primary Service Coordination Unit reviews also completed in this reporting period
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- Projected FY 2005-2006 Total: 622 Record Reviews
 - FY 2004-2005: 7.27/week average
 - FY 2005-2006: 11.96/week average
 - 64.51% increase

Referrals by District:



Timeline Indicators:

Average days from complete file to review: 4.90 days

Average days from review to reports being mailed to IFSP Team: 4.44 days

Average total days from complete file to final notification mailed to IFSP Team: 9.41

Report to the ICC on the Evaluation Sub-Committee

- 1 PLE has been approved since the last meeting
- PLE Teleconference took place on December 7, 2005
 - Over 700 emails related to the conference since mid-November
 - Conference evaluations are being summarized, with primary concern being the sound quality. Dr. Sampers is working with technicians to alleviate problems with audio.
- Next PLE conference scheduled for April 26, 2006
- Dr. Sampers' is working to put together an accurate list of emails for PLEs
- Committee completed work on the Delayed Ranking Scale to make it more family friendly. It is now the Developmental Status Scale. Committee will continue to work on other alternative methods of assessing child progress in the First Steps System
- Committee completed the Mentorship document and submitted to the administration
- Dr. Sampers' is currently working to update the Evaluation Handbook and is about a third of the way through it. Committee is reviewing materials produced by Dr. Sampers. Materials from the handbook will be posted to the PrepNet website when it is finished
- Due to a conflict of interest Dr. Sampers is resigning as chair of the committee and will instead staff the committee for the state. New Chair and possibly co-chair to be appointed